



# Staff Report

**MEMO DATE:** August 13, 2020

**TO:** Village Board

**FROM:** Matt Giese – Village Administrator

**RE:** Village Board Prioritization Process

## OVERVIEW

The Board has finalized the overall list of priorities. Staff has been directed to compile any existing staff performance goals/objectives that may align with the Board's list of priorities. This process will aid the Board in understanding the work that staff is already doing, which will help Board members determine how much additional effort may be needed to satisfy specific priorities.

The next two priorities up for discussion are "Fiscal Responsibility" (ranked 5<sup>th</sup>) and "Housing" (ranked 6<sup>th</sup>)

## STAFF GOALS/OBJECTIVES AS ASSIGNED DURING 2019 PERFORMANCE REVIEWS

### --Staff goals/objectives that may align with "Fiscal Responsibility"

#### Administration

- Work with financial consultant, staff and Board to update the Financial Management Plan prior to the 2021 budget review
- Propose a 2021 budget that is in line with the Board's approved FMP
- Provide Quarterly reports on the Village's financials

#### Public Works

##### --Brush privatization

- Utilize information from insurance company
- Get updated proposal; rerun cost comparison

##### --Staffing/organizational structure – plan for years ahead

- Succession planning (potential for formal talks at review time)
- Targeted training for identified staff
- Plan, cost-out, budget for training programs specifically for succession plan



### Police

- Maintain expenditures that are within the 2020 police budget, both overall, and by category whenever possible by approving and denying expenditures
- Monthly reports to the Law Enforcement Committee to keep them aware of department budget expenditures and overall budget health
- Prepare a 2021 budget to meet operational goals of the department and within guidelines provided by the Village Administrator

### Finance

#### --Payroll

- Continue to strive for a completely paperless and automated payroll process
  - Include ability to upload payroll information into the general ledger system
  - If possible, achieve this without need for long journal entry process for each individual payroll

#### --Audit

- Strive towards the removal of all audit remarks that are not a consequence of segregation of duties

#### --Banking

- Phase 1 of new banking institution implementation: set up necessary accounts and start remote deposit process. Write checks out of the new accounts and set up and utilize ACH and wire processes.
- Phase 2: implement verification, employee purchasing, analyze additional payment options
- Complete both processes by the end of 2020

#### --Implementation of upgraded financial software

- Integrate new GL software, MiDashboard and MiAP Workflow. Work with all necessary staff to train and implement.

#### **--Staff goals/objectives that may align with "Housing"**

- Submit a proposal to begin a Village Housing Task Force to study the Village's housing supply, gaps/needs, challenges, and opportunities
- Periodically review planning and development related Village ordinances and prepare amendments as/if deemed appropriate
- Coordinate public requests for Comprehensive Plan amendments, if any
- Work with applicants to facilitate review and approval procedures for projects as they arise



**--The following is what Board members submitted for each of these priorities**

Fiscal responsibility, stabilize and lower Village taxes (TA) **///** Remain Fiscally Responsible - strive for minimal tax increase for the Village portion of the taxes. (JW) **///** Sustainable Finances: Short term - Every calendar year maintains a balanced budget.

Long term - It is important to me that the existing board is financial stewards for the future generations of village residents. We need to remain fiscally healthy so there is no burden on the future of our community residents. We are mindful of large expense projects with a high level of certainty of the revenue that it will generate to offset those costs. (PV)

Housing Task Force - get Task Force created with clear deliverables (SV) **///** Housing, Land Use and Planning: Promote land use policies that will advance goals for a healthy community, create positive economic outcomes and provide environmental benefits. Continue to develop the Housing Task Force to study the detailed inventory of current housing options and create a vision for increasing options in the future including a greater variety of home values, unit sizes, lot sizes, apartments, town homes, duplexes, and condos and increase transportation options to promote connectivity between neighborhoods and businesses. Pursue positive relationships with neighboring communities to increase current and future transportation connectivity.(HM) **/**

**///** Affordable housing – the housing task force will help determine our community's understanding and need for housing options, including housing that is affordable to many different levels of income and regardless of disability, race, gender, or sexuality. (MR) **///** Focus on affordable/workforce housing options. I want to see all people have the chance to call Cottage Grove their home. We need the housing that covers all socio-economic ranges so all workforce can find a home here; therefore, more housing and neighborhoods. (JL) **///**

Residential growth and development within housing: To help support diversifying our community; To help support lowering taxes. (PV)

Questions to ask yourself:

- Are the current staff goals/objectives adequate to meet the Board's priority for this topic?
- Is there further direction you would like staff to pursue and to potentially address in up-coming goal setting during performance reviews?
- Is there anything you feel needs to be addressed in the short term?